



AGENDA

Planning Commission Meeting
Monday January 24, 2022
7:00 pm
Gardner City Hall
120 E. Main Street

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Planning Commission for study. These items are considered to be routine and will be enacted upon by one motion with no separate discussion. If separate discussion is desired on an item, from either the Planning Commission or from the floor, that item may be removed from the Consent Agenda and placed on the Regular Agenda.

1. Standing approval of the minutes as written for the meeting on October 25, 2021.

REGULAR AGENDA

1. **FP-21-07:** Consider a final plat for 54 lots on 23.77 acres for Symphony Farms VI subdivision

DISCUSSION ITEMS

ADJOURNMENT



In compliance with the Americans with Disabilities Act, the City of Gardner will provide reasonable accommodations for all public meetings. Persons requiring accommodations in attending any of our public meetings should contact the City Clerk's office at 856-0945 a minimum of 48 hours prior to the meeting.

PLANNING COMMISSION MEETING
City of Gardner, Kansas
Council Chambers
October 25, 2021
7 p.m.

CALL TO ORDER

The meeting of the Gardner Planning Commission was called to order at 7:00 p.m. on Monday, October 25, 2021, by Chairman Scott Boden.

PLEDGE OF ALLEGIANCE

Chairman Boden led the Pledge of Allegiance.

ROLL CALL

Chairman Boden
Commissioner Ham
Commissioner Meder
Commissioner McNeer
Commissioner Jueneman
Commissioner Cooper
Commissioner Hansen-Absent

Staff members present:

David Knopick, Community Development Director
Robert Case, Principal Planner
Melissa Krayca, Administrative Assistant
Spencer Low, City Attorney

CONSENT AGENDA

1. Approval of the minutes as written for the meeting on September 27, 2021.

Motion made by Commissioner McNeer to approve the minutes, seconded by Commissioner Meder.

Motion passed 6-0.

REGULAR AGENDA

1. Title 17 Gardner Land Development Code amendment- Off-site Signage (Public Hearing)

STAFF PRESENTATION

Mr. Knopick presented the information in the staff report for the proposed code amendments. The process was initiated by the Governing Body and introduced to the planning commission as well as reviewed by the city attorney. A public hearing was conducted on September 27, 2021, and the planning commission discussed revisions to incorporate into the draft amendments. The chapters impacted are 17.05 Zoning Districts and Use Standards and, 17.10 Sign Standards. Mr. Knopick provided an overview of the same staff presentation provided to the Planning Commission at its September 27, 2021 meeting. It was noted that the City of Gardner can be more restrictive but not less restrictive than state regulations but can be less or more restrictive than Johnson County regulations. Additionally, the following changes were made to the

recommended amendments since the public hearing and Planning Commission discussion in September:

- 1) Removed references allowing principal use signs in the C-2 zoning district to clean up inconsistent references.
- 2) Removed limitation of 1 principal use sign per property. Per previous public hearing comments and Planning Commission discussion.
- 3) Clarified sign face display area of 750 square feet maximum by adding the phrase *"facing the same direction."*
- 4) Added an allowance to consider overall principal use sign heights greater than 30 feet, up to 50 feet, through the Conditional Use Permit process. Per previous public hearing comments and Planning Commission discussion. Also, specified that vertically stacked signs are subject to the Conditional Use Permit process as well.
- 5) Reduced the required setback distance from the I-35 right-of-way from 50 feet to 15 feet. Per previous public hearing comments and Planning Commission discussion.

Staff recommends holding a public hearing, discussing the proposed amendments, and making a recommendation to the Governing Body regarding the proposed amendments.

PUBLIC HEARING

Public Hearing opened by Planning Commission.

No one from the public spoke regarding this matter.

Public Hearing closed by Planning Commission.

COMMISSION DISCUSSION

Commissioner Ham thanked Mr. Knopick for including points brought up in the last meeting and appreciated the details provided. After hearing from the public last month and reading letters from business owners she is now in favor of the sign amendment changes.

Commissioner Jueneman asked if the 15ft setback distance would apply to the base or the sign entirety. Mr. Knopick confirmed the setback would start from the edge of the sign to the right of way line. The setback requirement allows for some room for the potential of some future right of way expansion or utility easement provision to occur without moving signs.

Commissioner Cooper asked if the sign separation distance would take into consideration the location of the signs in Johnson County. Mr. Knopick stated that his preference is that the separation distance would apply to any existing signs along I-35 no matter the jurisdiction. But that signs approved by Johnson County in Johnson County would be subject to the manner in which the County applies its regulations. It is anticipated that this matter will likely be looked at on a case-by-case basis with advisement from the City Attorney in the future.

Motion made by Commissioner Meder and seconded by Commissioner McNeer to recommend approval of the proposed amendments to Title 17 Land Development Code as provided in the staff memo.

Motion passed 6-0.

2. 2022 Planning Commission Meeting Schedule

Mr. Knopick presented the draft 2022 Planning Commission Schedule to the commissioners noting the following: Article Four, Section One of the *By-Laws of The Gardner Planning Commission*, states: “Regular meeting of the Planning Commission shall be set annually and adopted by Resolution and a current schedule available from the Secretary of the Planning Commission. Unless otherwise provided, the regular meetings shall be on the fourth Monday of each month at 7:00 p.m. at Gardner City Hall.” As part of the presentation, it was noted which dates were impacted by holidays.

Staff recommends that the Planning Commission discuss the draft schedule provided. Upon completion of the discussion, it is recommended that the Planning Commission take action to adopt the appropriate resolution for the 2022 meeting schedule.

COMMISSION DISCUSSION

Motion made by Commissioner Ham and seconded by Commissioner Meder to adopt Resolution PC-21-01 a resolution setting forth the Gardner Planning Commission Meeting Schedule for 2022.

Motion passed 6-0.

DISCUSSION ITEMS

1. Upcoming schedule and meeting logistics

Mr. Knopick asked if there are any calendar conflicts with the remainder meeting schedule for 2021 due to holidays. He stated he would be absent for the November 22 meeting.

Commissioner Meder stated she would not be able to attend the meeting on the 22nd as well. Chairman Boden stated that since tonight is his last meeting if Commissioner Meder would be absent Mr. Knopick would be required to chair the next meeting as the secretary.

Mr. Knopick said he would get an update from the City Clerk where the Council is in the process of selecting a replacement member for Commissioner Boden's position on the Planning Commission. Commissioner Meder recommended that the commission vote on moving the meeting.

Attorney Low stated the commissioners could set a special session meeting and make a vote tonight if there was a date agreed upon.

Motion made by Commissioner Meder and seconded by Commissioner Ham to hold a special meeting at 7:00 p.m., November 29, 2021, at City Hall.

Motion passed 4-0.

2. Development activity review

Mr. Knopick gave the commissioners an update on building permits for the last month. Approximately 26 single-family residential permits have been submitted in the last few weeks and are in the review process. Treadway apartments first phase within the Grata development has also submitted permit applications for multiple buildings. Mr. Knopick indicated he will try to update the commission each month as to building permit and development activity.

Motion made to adjourn by Commissioner McNeer and seconded by Commissioner Jueneman.

Motion passed 6-0.

Meeting adjourned at 7:50 p.m.

Recording of the meeting can be found at:
<https://www.youtube.com/watch?v=CEj9MFcMf9o>

DRAFT

PROJECT NUMBER / TITLE: FP-21-07 / Symphony Farms VI

PROCESS INFORMATION

Type of Request: Final Plat
Date Received: December 6, 2021

APPLICATION INFORMATION

Applicant: Schlagel & Associates, P.A.
Owner: Lifestyle Building & Design, LLC
Parcel ID: A portion of CF221415-2013, CF221415-4004, and CF221415-2017
Location: On the east side of Kill Creek Road north of 167th Street and more specifically, at the northern terminus of Mustang Street and the eastern terminus of 164th Terrace.

REQUESTED ACTION

The applicant is requesting approval of a final plat for Symphony Farms VI for 54 single-family residential lots, on 23.77 acres.

EXISTING ZONING AND LAND USE

The parcel is zoned R-1 (Single-Family Residential) District, and is currently undeveloped.

SURROUNDING ZONING AND LAND USE

<u>Zoning</u>	<u>Use(s)</u>
North of subject property	
R-1 (Single-Family Residential) and County RUR (Rural) District	Undeveloped, agricultural
East of subject property	
A (Agricultural) District	Undeveloped, agricultural
South of subject property	
R-1 (Single-Family Residential) District	Undeveloped
West of subject property	
R-1 (Single-Family Residential) District	Symphony Farms Sections IV & V single-family housing

EXISTING CONDITIONS

Currently, the property is not platted and is unimproved.

The subject parcel is outlined in red below:



BACKGROUND / HISTORY

This parcel was annexed into the City in 2003 (Ordinance No. 2064). Also in 2003, an application to rezone the parcel from A (Agriculture) District to R-1 (Single-Family Residential) District was approved (Ordinance No. 2082). In 2005, a preliminary plat (known at the time as Reserve at Kill Creek) was approved for a large single-family residential subdivision. No final plat was ever approved in the subject location, and the site remained undeveloped.

CONSISTENCY WITH COMPREHENSIVE PLAN

The *City of Gardner 2014 Comprehensive Plan* identifies this parcel for low-density residential future land use, described as “areas primarily consist of detached single family homes, but may also include duplexes or triplexes arranged in a low density format on larger lots, with buildings in

character with typical single family homes. These “New Residential Growth Areas” include undeveloped land that provides a “clean slate” for future residential development. The Comprehensive Plan addresses these growth areas as having three major components that help to ensure the community’s goals of providing high quality neighborhoods that satisfy demand for a broad type of housing. These goals are; neighborhood character, connectivity, and open space preservation & conservation design. The design and layout the applicant is proposing is consistent with the goals of the Comprehensive Plan.

STAFF ANALYSIS – FINAL PLAT

17.03.020(E)(1) Review Criteria:

- a. The layout and design of the final plat is in substantial compliance with the approved preliminary plat considering the number of lots or parcels; the block layout, street designs and access; the open space systems and civic design elements; the infrastructure systems; or other elements of coordinated developments.

Staff Comment: *The layout and design of the final plat is in substantial compliance with the approved preliminary plat regarding lot and street layout. Staff finds this application to be consistent with many goals and objectives of the Comprehensive Plan. It meets the intent for street networks to provide for efficient and safe movement of all potential users of the streets.*

- b. The construction plans for any utilities, infrastructure or public facilities shall have been found to meet all technical specifications, or final plat approval shall be conditioned on such plans meeting all technical specifications, before the recording of the final plat.

Staff Comment: *Public improvement plans shall be submitted and approved prior to the release of the final plat for recording at the County. The city is the provider for sanitary sewer, water, stormwater, and electric facilities in the area.*

- c. The phasing and timing of public improvements ensures construction and performance guarantees.

Staff Comment: *This is the sixth phase for the Symphony Farms Subdivision. The Traffic Impact Study, Stormwater Management Plan and Public Improvement Plans have been submitted but not approved. All Public Improvement Plans shall be submitted and approved prior to the release of the final plat for recording and issuance of building permits to ensure all improvements are in place.*

- d. Any deviations in the final plat from the preliminary plat brings the application in further compliance with the Comprehensive Plan and the purposes and intent of this Code.

Staff Comment: *There are no deviations requested from the preliminary plat.*

- e. The recommendations of professional staff, or any other public entity asked to officially review the plat.

Staff Comment: *Staff recommends the Planning Commission approve the final plat with the conditions outlined below and forward a recommendation to the Governing Body to accept the dedication of right-of-way and easements.*

EXCISE TAX

Excise tax is levied with the act of platting the portion of the property in the city. The subject property has never been a part of a final plat and is therefore subject to paying excise tax. This tax is based on the square footage of the plat property, excluding any arterial type right-of-way

dedication for streets and parkland dedication. This phase of the Symphony Farms Subdivision does not have any special dedications and is required to pay excise tax.

STAFF ANALYSIS - INFRASTRUCTURE / OTHER

WATER, SANITARY SEWER, STORMWATER, ELECTRIC, GAS –

A sanitary sewer line traverses the site just south of the waterway on the eastern portion of the site. Existing stormwater infrastructure also extends from the existing subdivision to the edge of the waterway. Electric service runs along all but the northern boundary. Water service is available throughout the adjacent subdivisions and along Kill Creek Road. Customary utility easements are being provided with this plat, except that the utility easement will be in front of lots. This allows the preservation of the natural tree line and creates a natural buffer from the rear of the lots to the proposed continuation of the east-west collector Madison Street.

ATTACHMENTS

- I. Final Plat
- II. Application

RECOMMENDATION

Staff recommends approval of the final plat for Symphony Farms VI Plat with the conditions outlined in the Recommended Motion below.

Recommended Motion:

After review of application number FP-21-07, a final plat for Symphony Farms VI, a portion of Parcel IDs CF221415-2013, CF221415-4004, and CF221415-2017, located on the east side of Kill Creek Road north of 167th Street and more specifically, at the northern terminus of Mustang Street and the eastern terminus of 164th Terrace, based on review of a staff report date January 24, 2022 and a final plat dated January 13, 2022, the Planning Commission approves the application with the following conditions:

1. Prior to the recording of the final plat, excise tax shall be paid to the City; and
2. The construction plans for any utilities, infrastructure, or public facilities shall meet all technical specifications and public improvement plans shall be submitted and approved prior to the release of the plat for recording.

and recommends the Governing Body accept dedication of right-of-way and easements.



Business & Economic Development
Planning Division
120 E. Main St. Gardner, KS 66030
P: 913.856.0913 | F: 913.856.4562
www.gardnerkansas.gov

FINAL PLAT APPLICATION

Pre-App Date	
Fee	<u>Hand v 505.00</u>
File No.	<u>FP 2107</u>

OWNER INFORMATION

Name(s) Lifestyle Building & Design, LLC
Contact James Humbert, Managing Member
Address 11237 Nall Ave, Suite 100
City Leawood State KS Zip 66211
Phone 913-238-6107 Email jim@lifestylesbldgkc.com

APPLICANT/AGENT INFORMATION

Name(s) Schlagel & Associates, PA
Contact Jim Long
Address 14920 W 107th Street
City Lenexa State KS Zip 66215
Phone 913-492-5158 Email JL@schlagelassociates.com

SITE INFORMATION

Property Address/Location Kill Creek Road and 167th Street
Legal Description (Attach If Necessary) See the Attached Legal Description
Number of Existing Lots 0 Number of Proposed Lots 54 ✓
Total Site Area 23.77 ac. Present Zoning R-1
Number of Existing Structures 0 Present Land Use Farming
Proposed Street Design Type(s) & Class Local-Neighborhood
Proposed Type(s) Open & Civic Space _____
Proposed Frontage Type(s) Suburban Yard
Proposed Building Type(s) Detached House - Suburban

SIGNATURE

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for final plat as indicated above.

Signature(s): [Signature] Date 11-20-21
by James Humbert, Managing Member, Lifestyle Building & Design, LLC Date _____

CITY OF GARDNER, KANSAS
*** CUSTOMER RECEIPT ***

Batch ID: GAKSCOM 11/24/21 01 Receipt no: 84784

Type	SvcCd	Description	Amount
ZS		FEES-ZONING & SUBDIVISION	
	Qty	1.00	\$505.00

SYMPHANY FARMS 6
Trans number: 1803913

Tender detail
CK Ref#: 1088 \$505.00
Total tendered: \$505.00
Total payment: \$505.00

Trans date: 11/24/21 Time: 13:17:49

*** THANK YOU FOR YOUR PAYMENT ***

FINAL PLAT APPLICATION CHECKLIST

APPLICATION SUBMITTAL REQUIREMENTS

- | Yes | No | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Complete application packet |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Application fee |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. 10 full sized plans printed and folded |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Digital copies (PDF) of the completed application, plans, and legal description |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. 1 copy of existing covenants and restrictions applicable to the development, if any (reference book and page). |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Letter of intent as to whether a Homeowners Association will be created and if any covenants and restrictions are proposed by the subdivider, if not submitted with the Preliminary Plat. Covenants and restrictions, as well as evidence of the establishment of the agency for the ownership and maintenance of any common space, shall be submitted to the City for review and approval prior to recording of the plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Final Floodplain modeling using HEC-RAS model provided by the City if encroachment is proposed within a FEMA or Shaded Zone X 100-year floodplain. (Contact City Engineer to obtain model and requirements). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Final Stormwater Management Plan (2 printed and 1 digital copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Final Traffic Impact Study (TIS) as required by the Access Management Code. (2 printed and 1 digital copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Development Agreement , if required |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. Street tree plan |

FINAL PLAT DOCUMENT REQUIREMENTS

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Name of subdivision (unique and numerically consistent and the words "FINAL PLAT," prominently displayed as the title.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Names, addresses, and phone numbers of all companies, firms, or individuals involved in the preparation of the plat (i.e. property owner, engineer, surveyor, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Date of preparation and/or revisions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Vicinity map (drawn at a scale of 1"=2,000', locating the proposed subdivision in relation to the section of land, including township and range, section street names, and a north arrow.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. A legal boundary description with angular bearings and linear distances, referenced to section or quarter-section corners, Point of Commencing and/or Point of Beginning, and the overall area of the plat in acres. |

Yes No

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6. **Provide the following sentence after the Legal Description** "The undersigned proprietors of the above described tract of land have caused the same to be subdivided in the accompanying plat, which subdivision and plat shall hereafter be known as "Plat Name".

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7. **Location of monuments**, shown in reference to existing official monuments or the nearest established ¼ section corner, including the bearings and distances to such reference points or monuments.

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8. **Boundary lines** of the subdivision shall be enclosed with one continuous bold line, showing approximate dimensions (bearings and distances).

9. **Accurate dimensions for all lines, angles, and curves**, used to describe boundaries, streets, easements and areas to be reserved for public use. Data for all curves shall include radius, arc length, chord length, and central angle.

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10. **Platted and unplatted land** adjacent to the plat boundary. Include identification of adjacent platted subdivisions and unplatted tracts with external bearings and distances of adjacent plats and property owners for a distance of not less than 400 feet. Include original plat names if replatted. Exterior dimensions shall coincide with adjoining plats unless differences are noted

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11. **Blocks, lots and tracts** identified clearly, with blocks numbered or lettered boldly and clearly in the center of the block, and lot dimensions with bearings and distances, and area in square feet.

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12. **Note on plat** indicating intended ownership, purpose, and maintenance responsibilities for any parcels labeled as tracts.

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13. **Existing and proposed easements** with dimensions. Existing easements shall be labeled with book and page number.

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14. **Any area within a federally designated floodplain.** Location, stations, and elevations of the 100-year floodplain within the plat and 100-year elevations at rear lot corners adjacent to FEMA and Shaded Zone X floodplains. The source of the floodplain information shall be clearly labeled (example: FIRM, Map #20091C0041D, September 27, 1991).

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15. **Stream corridor boundary** and dimensions.

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16. **Proposed street right-of-way with dimensions** which conform to the applicable minimum design standards set forth in the Land Development Code and Technical Specifications.

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17. **Endorsement of the Planning Commission** as evidenced by the signature of its Chairperson. Endorsement line shall contain the printed name of the Chairperson and their title.

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18. **Acceptance of Dedication by the Governing Body**, as indicated by the signature of the Mayor and attested by the City Clerk. The Endorsement Line shall contain the printed name and title of the person signing.

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19. **Signature of Owner**, properly attested.

Yes No

- ☐ ☐ 20. **A dated signature and seal of the licensed Land Surveyor responsible for the survey and a note** stating: "This survey conforms to the Kansas Minimum Standards for Boundary Surveys."
- ☐ ☐ 21. **Copies of all pertinent exception documents**, or a copy of a current American Land Title Association (ALTA) survey, or both.
- ☐ ☐ 22. **Calculation documents** containing the following data: coordinates of the plat boundary and the unadjusted error of closure of the field traverse that established the plat.
- ☐ ☐ 23. **A statement on the plat concerning prior easement rights** as follows: The undersigned proprietor of said property shown on this plat does hereby dedicate for public use and public ways and thoroughfares, all parcels and parts of land indicated on said plat as streets, terraces, places, roads, drives, lanes, parkways, avenues and alleys not heretofore dedicated. Where prior easement rights have been granted to any person, utility or corporation on said parts of the land so dedicated, and any pipes, lines, poles and wires, conduits, ducts or cables heretofore installed thereupon and therein are required to be relocated, in accordance with proposed improvements as now set forth, the undersigned proprietor hereby absolves and agrees to indemnify the City from any expense incident to the relocation of any such existing utility installations within said prior easement.
- ☐ ☐ 24. **A statement on the plat concerning utility easements** as follows: An easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction or maintenance and use of conduits, water, gas, sewer pipes, poles, wires, drainage facilities, irrigation systems, ducts and cables, and similar facilities, upon, over and under these areas outlined and designated on this plat as "Utility Easement" or "U/E" is hereby granted to the City with subordinate use of the same by other governmental entities and public utilities as may be authorized by state law to use such easement for said purposes. Utility easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of public utilities located within the easement.
- ☐ ☐ 25. **A statement on the plat concerning drainage easements** as follows: An easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction, maintenance or use of conduits, surface drainage facilities, subsurface drainage facilities, and similar facilities, upon, over and through those areas outlined and designated on this plat as "Drainage Easement" or "D/E" is hereby granted to the City. Drainage easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities.
- ☐ ☐ 26. **Certification of dedication of all streets, highways and other rights-of-way or parcels for public park or other public use**, signed by the owners and all other parties who have a mortgage or lien interest in the property.



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Written explanations for any items not checked or checked "No" (attach additional sheets, if necessary):

Items not checked are mostly items that will be completed for the recording of the plat.

I hereby submit all information required for final plat review. I understand that failure to provide the required information may result in a postponement of my request for review until all information has been submitted. By signing this application, I acknowledge that all public streets and public infrastructure within the plat shall conform to the applicable minimum design standards set forth in the Gardner Municipal Code and the Technical Specifications.

Signature of Applicant

Date

FINAL PLAT APPLICATION CHECKLIST

APPLICATION SUBMITTAL REQUIREMENTS

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Complete application packet |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Application fee |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. 10 full sized plans printed and folded |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Digital copies (PDF) of the completed application, plans, and legal description |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. 1 copy of existing covenants and restrictions applicable to the development, if any (reference book and page). |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Letter of intent as to whether a Homeowners Association will be created and if any covenants and restrictions are proposed by the subdivider, if not submitted with the Preliminary Plat. Covenants and restrictions, as well as evidence of the establishment of the agency for the ownership and maintenance of any common space, shall be submitted to the City for review and approval prior to recording of the plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Final Floodplain modeling using HEC-RAS model provided by the City if encroachment is proposed within a FEMA or Shaded Zone X 100-year floodplain. (Contact City Engineer to obtain model and requirements). |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Final Stormwater Management Plan (2 printed and 1 digital copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Final Traffic Impact Study (TIS) as required by the Access Management Code. (2 printed and 1 digital copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Development Agreement , if required |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Street tree plan |

FINAL PLAT DOCUMENT REQUIREMENTS

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Name of subdivision (unique and numerically consistent and the words "FINAL PLAT," prominently displayed as the title.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Names, addresses, and phone numbers of all companies, firms, or individuals involved in the preparation of the plat (i.e. property owner, engineer, surveyor, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Date of preparation and/or revisions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Vicinity map (drawn at a scale of 1"=2,000', locating the proposed subdivision in relation to the section of land, including township and range, section street names, and a north arrow.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. A legal boundary description with angular bearings and linear distances, referenced to section or quarter-section corners, Point of Commencing and/or Point of Beginning, and the overall area of the plat in acres. |

- | Yes | No | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Provide the following sentence after the Legal Description "The undersigned proprietors of the above described tract of land have caused the same to be subdivided in the accompanying plat, which subdivision and plat shall hereafter be known as "Plat Name". |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Location of monuments , shown in reference to existing official monuments or the nearest established ¼ section corner, including the bearings and distances to such reference points or monuments. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Boundary lines of the subdivision shall be enclosed with one continuous bold line, showing approximate dimensions (bearings and distances). |
| | | 9. Accurate dimensions for all lines, angles, and curves , used to describe boundaries, streets, easements and areas to be reserved for public use. Data for all curves shall include radius, arc length, chord length, and central angle. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. Platted and unplatted land adjacent to the plat boundary. Include identification of adjacent platted subdivisions and unplatted tracts with external bearings and distances of adjacent plats and property owners for a distance of not less than 400 feet. Include original plat names if replatted. Exterior dimensions shall coincide with adjoining plats unless differences are noted |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. Blocks, lots and tracts identified clearly, with blocks numbered or lettered boldly and clearly in the center of the block, and lot dimensions with bearings and distances, and area in square feet. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12. Note on plat indicating intended ownership, purpose, and maintenance responsibilities for any parcels labeled as tracts. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 13. Existing and proposed easements with dimensions. Existing easements shall be labeled with book and page number. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 14. Any area within a federally designated floodplain . Location, stations, and elevations of the 100-year floodplain within the plat and 100-year elevations at rear lot corners adjacent to FEMA and Shaded Zone X floodplains. The source of the floodplain information shall be clearly labeled (example: FIRM, Map #20091C0041D, September 27, 1991). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 15. Stream corridor boundary and dimensions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 16. Proposed street right-of-way with dimensions which conform to the applicable minimum design standards set forth in the Land Development Code and Technical Specifications. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 17. Endorsement of the Planning Commission as evidenced by the signature of its Chairperson. Endorsement line shall contain the printed name of the Chairperson and their title. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 18. Acceptance of Dedication by the Governing Body , as indicated by the signature of the Mayor and attested by the City Clerk. The Endorsement Line shall contain the printed name and title of the person signing. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 19. Signature of Owner , properly attested. |

Yes No



20. **A dated signature and seal of the licensed Land Surveyor responsible for the survey and a note** stating: "This survey conforms to the Kansas Minimum Standards for Boundary Surveys."



21. **Copies of all pertinent exception documents**, or a copy of a current American Land Title Association (ALTA) survey, or both.



22. **Calculation documents** containing the following data: coordinates of the plat boundary and the unadjusted error of closure of the field traverse that established the plat.



23. **A statement on the plat concerning prior easement rights** as follows: The undersigned proprietor of said property shown on this plat does hereby dedicate for public use and public ways and thoroughfares, all parcels and parts of land indicated on said plat as streets, terraces, places, roads, drives, lanes, parkways, avenues and alleys not heretofore dedicated. Where prior easement rights have been granted to any person, utility or corporation on said parts of the land so dedicated, and any pipes, lines, poles and wires, conduits, ducts or cables heretofore installed thereupon and therein are required to be relocated, in accordance with proposed improvements as now set forth, the undersigned proprietor hereby absolves and agrees to indemnify the City from any expense incident to the relocation of any such existing utility installations within said prior easement.



24. **A statement on the plat concerning utility easements** as follows: An easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction or maintenance and use of conduits, water, gas, sewer pipes, poles, wires, drainage facilities, irrigation systems, ducts and cables, and similar facilities, upon, over and under these areas outlined and designated on this plat as "Utility Easement" or "U/E" is hereby granted to the City with subordinate use of the same by other governmental entities and public utilities as may be authorized by state law to use such easement for said purposes. Utility easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of public utilities located within the easement.



25. **A statement on the plat concerning drainage easements** as follows: An easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction, maintenance or use of conduits, surface drainage facilities, subsurface drainage facilities, and similar facilities, upon, over and through those areas outlined and designated on this plat as "Drainage Easement" or "D/E" is hereby granted to the City. Drainage easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities.



26. **Certification of dedication of all streets, highways and other rights-of-way or parcels for public park or other public use**, signed by the owners and all other parties who have a mortgage or lien interest in the property.



Business & Economic Development
Planning Division
120 E. Main St. Gardner, KS 66030
P: 913.856.0913 | F: 913.856.4562
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Written explanations for any items not checked or checked "No" (attach additional sheets, if necessary):

I hereby submit all information required for final plat review. I understand that failure to provide the required information may result in a postponement of my request for review until all information has been submitted. By signing this application, I acknowledge that all public streets and public infrastructure within the plat shall conform to the applicable minimum design standards set forth in the Gardner Municipal Code and the Technical Specifications.

Signature of Applicant

Date